

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Pharmaceutical Services
NUMBER: HC-02-07 (Health Care)
APPLICABLE TO: DJS Residential Facilities
EFFECTIVE DATE: November 20, 2007

Approved: "/s/signature on original copy"

Donald W. DeVore, Secretary

1. **POLICY.** The Department of Juvenile Services (DJS) shall provide a safe and responsible system for the acquisition, storage, administration, and accounting of pharmaceutical products which comply with Federal and State laws and regulations.
2. **AUTHORITY.**
 - a. COMAR 10.27.11.03 and 05.
 - b. Annotated Code of Maryland, Human Services Article, §§ 9-216, 9-221, 9-226-228.
 - c. Standards for Health Services in Juvenile Detention and Confinement Facilities, National Commission on Correctional Health Care.
3. **DEFINITIONS.**
 - a. *Administration* means the provision of a single dose of medication to an individual youth.
 - b. *Certified Medication Technician (CMT)* means the DJS employee who has successfully completed the Maryland Board of Nursing approved Medication Technician training program, is certified by the Board and has been delegated the task by a Registered Nurse (RN) who has completed the Board approved Delegation of Nursing Duties training.
 - c. *Controlled Substance* is a narcotic or non-narcotic drug listed in schedules I-V in Md. Ann. Code, Criminal Law Article, Section 5-101 and which requires a prescription in order to be legally used. The prescriber of a controlled substance needs both a state CDS (Controlled Dangerous Substance) registration and a federal DEA (Drug Enforcement Administration) registration.
 - d. *Delegating Nurse* means the RN who has completed the Maryland Board of Nursing's approved Delegation of Nursing Duties training and who is responsible for overseeing the administration of medication by the CMT.
 - e. *Delegation* means transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The delegating nurse retains accountability for the nursing task.
 - f. *Dispensing* means the issuance of one or more single doses of medication by a registered pharmacist in accordance with the legally authorized prescriber's order.

- g. *Legally Authorized Prescriber (LAP)* means a physician, dentist, nurse practitioner, or physician assistant who is authorized to prescribe medication within his/her scope of practice.
- h. *Legend Medication* means a medication requiring a written prescription by a LAP.
- i. *Over-the-Counter (OTC)* means a medication available to the user without a prescription.
- j. *Professional Health Employee* means a physician, dentist, nurse practitioner, nurse, or physician assistant.
- k. *Psychotropic Medication* means medication that affects thought processes, emotions, and behavior and is used in the treatment of mental health disorders.
- l. *Storage* means the locale in which medications are kept.

4. PROCEDURES.

a. General Procedures.

- (1) The DJS Medical Director or designee shall be responsible for the enforcement of this Policy and Procedure.
- (2) The DJS Medical Director or designee shall ensure a system for the training, testing, application and renewal of non-licensed personnel on the administration of medication.
- (3) The person administering medications shall be a licensed professional health employee, or non-licensed DJS employee who has successfully completed a Medication Technician Course approved by the Maryland Board of Nursing.
- (4) The Nursing Supervisor, Nurse Practitioner or Facility Charge Nurse shall be the Facility Delegating Nurse.
- (5) The administration of all medication shall be recorded on a facility specific form approved by the Department's Medical Director or designee.
- (6) Medications shall be administered in accordance with the orders of the LAP. Orders by the LAP shall be written, faxed or electronically generated. If orders by the LAP are given verbally, the LAP must countersign the order when next at the facility. Medications also may be administered per nursing protocols as approved by the medical director.
- (7) Medications requiring an intramuscular injection shall be administered only by a professional health employee except in the situation in which an epinephrine or glucagon auto-injector is required and no professional health employee is available.
- (8) Psychotropic medication may not be administered for the purpose of restraint, program maintenance (enforcing compliance with directions) in accordance with Use of Crisis Prevention Management (CPM) Techniques

DJS Policy RF-02-07 and/or experimentation.

- (9) Professional health employees shall be required to prescribe and or administer medications within the scope of their license in accordance with DJS policies and procedures, and in accordance with State and Federal laws and regulations.

b. Procurement of Pharmaceutical Services.

A pharmaceutical service shall be procured that meets licensing requirements for the acquisition, dispensation and transport of pharmaceutical products in accordance with State and Federal laws and regulations.

- (i) Pharmaceutical products shall include legend medications, controlled substances, OTC medications and other medicinal products.
- (ii) Legend medications including controlled substances shall be dispensed by a licensed pharmacist pursuant to an order by a LAP; OTC medication shall be dispensed by a licensed pharmacist pursuant to an order by a professional health employee.
- (iii) The pharmaceutical service shall provide:
 - (a) A system which provides for the routine dispensing of medications on a daily basis to ensure the consistent availability of medication for routine administration.
 - (b) An interim dispensing system to ensure a method of dispensing and delivering medications outside of routine pharmacy hours (e.g. emergency services).
 - (c) A supply of interim medications to ensure the immediate availability of commonly prescribed medications.
 - (d) The appropriate packing and labeling of all medications and preparation for transport and delivery.
 - (e) Assurance that all medications dispensed are Food and Drug Administration (FDA) approved and in compliance with State and Federal laws.
- (iv) Medication orders shall be evaluated a minimum of every 30 days for purposes of renewal or discontinuation. Documentation to support renewal or discontinuation of medication is required.
- (v) Discontinue (stop) dates or duration of treatment shall be included in the prescription order by the LAP.
 - (a) The pharmacist shall label the individual prescription with:
 - i. Name of Youth,
 - ii. Name of the Legally Authorized Prescriber,
 - iii. The prescription number,
 - iv. The name of the drug, its strength, and quantity supplied,
 - v. The directions for use and caution labels,
 - vi. The drug's expiration date,

- vii. The date of issuance and number of refills permitted,
 - viii. The name, address, and phone number of the pharmacy, and
 - ix. Drug interaction with other medications, foods or other substances.
- (b) The pharmacist may issue generic drugs with the approval of the LAP.

c. Storage of Medications.

- (1) Medications shall be stored and secured in a manner which maintains their chemical stability and promotes safety and security.
- (i) All medication shall be stored in the original container as received from the pharmacy.
 - (ii) Medications shall be stored within the appropriate temperature range.
 - (iii) Medication shall be stored and maintained in a clean environment.
 - (iv) Medication rooms, cabinets, carts and or cassettes shall be equipped with a lock keyed separately from other facility locks.
 - (v) Controlled substances shall be stored under double lock and double key.
 - (vi) Controlled substances shall be inventoried covered shift. The inventory shall be recorded on the ***DJS CDS Inventory Shift Verification form (Appendix 1)*** approved by the DJS Medical Director.
 - (vii) Medication shall be segregated appropriately according to route of administration.
 - (viii) Legend, interim stock, and OTC medication shall be inventoried and expiration dates checked at least monthly with documentation on the ***DJS Expired Medication/Supply Check List form (Appendix 2)***.
- (2) Nursing staff and CMTs will notify the Nursing Supervisor of medication missing or not accounted for, and a DJS Incident Reporting form will be completed in accordance with the DJS Incident Reporting Policy.

d. Appropriate Handling of Outdated or Discontinued Drugs.

- (1) Medications including controlled substances shall be disposed of in accordance with state and federal laws and regulations.
- (2) The ***DJS Medication Destruction Record (Appendix 3)*** shall be completed and signed by the appropriate parties when the medications have been removed from the facility.
- (3) The ***DJS Controlled Substance Inventory (Appendix 4)*** and ***DJS Medication Destruction Record*** forms shall be maintained in the facility for five years.

5. DIRECTIVES/POLICIES AFFECTED.

- a. Directives/Policies Rescinded - **01.12.11 (Administration of Drugs).**
- b. Directives/Policies Referenced - **RF-02-07 (Use of Crisis Prevention Management Techniques).
MGMT-2-01 (Incident Reporting).**

6. LOCAL IMPLEMENTATING PROCEDURES REQUIRED. Yes.

7. FAILURE TO COMPLY.

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – 4

- 1. DJS CDS Inventory Shift Verification
- 2. DJS Expired Medication/Supply Check List
- 3. DJS Medication Destruction Record
- 4. DJS Controlled Substance Inventory

**DEPARTMENT OF JUVENILE SERVICES
CONTROLLED DANGEROUS SUBSTANCE
INVENTORY SHIFT VERIFICATION**

FACILITY: _____

[illegible]

DEPARTMENT OF JUVENILE SERVICES EXPIRED MEDICATION/SUPPLY CHECK LIST

FACILITY: _____ **YEAR** _____

MONTH	DATE	SIGNATURE
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

**DEPARTMENT OF JUVENILE SERVICES
MEDICATION DESTRUCTION RECORD**

FACILITY: _____

**Medication Prescribed for
(Youth):** _____ **DOB:** _____

Medication: _____

Date Ordered: _____ **RX #** _____
(Controlled Drugs)

Dosage and Frequency: _____

Legal Prescriber: _____

Amount Issued: _____ **Amount Destroyed:** _____

Reason for Destruction:

- ☐ Released
- ☐ Dosage Changed
- ☐ Youth Refused
- ☐ Medication not claimed after discharge
- ☐ Expired Medication
- ☐ Other _____

Method of Destruction: _____

Facility Nurse (Print Name)

Facility Nurse (Signature)

Date

Witness (Print Name)

Signature

Date

NOTE: When the medication destruction is a Controlled Drug Substance please attach this sheet as verification to the DJS Controlled Substance Inventory form.

**DEPARTMENT OF JUVENILE SERVICES
CONTROLLED SUBSTANCE INVENTORY**

Youth Name _____ **DOB** _____ **Date Dispensed** _____

Medication:	RX Number	Amount Dispensed
_____	_____	_____

1st Verification_____ **2nd Verification**_____

(NURSE'S SIGNATURE) (NURSE'S SIGNATURE)

Page _____ **of** _____ **Amount Carried** _____

[illegible]



**MARYLAND DEPARTMENT OF JUVENILE SERVICES
EMPLOYEE STATEMENT OF RECEIPT
POLICY AND PROCEDURE**

SUBJECT: Pharmaceutical Services
POLICY NUMBER: HC-02-07
EFFECTIVE DATE: November 20, 2007

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above.
I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR
FOR FILING WITH PERSONNEL, AS APPROPRIATE.)